

BOROUGHBRIDGE TOWN COUNCIL

MINUTES OF THE MEETING HELD ON TUESDAY 7 MARCH 2006
IN 1 HALL SQUARE, BOROUGHBRIDGE

PRESENT: Cllrs I Hick (Chairman), F Cooper, G Craggs, R Doyle, I Gibson, C Golightly, H Treharne, R Young, E Vose, J Wilkinson, R Windass, R Young, H Nellis (Assistant Town Clerk)

The meeting opened at 7.00pm

1 APOLOGIES County Cllr J Watson, District Cllr A Alton, Community Constable Neil Waite Mrs Toni Ramsay (Town Clerk)

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

HT – item 16a; IH – item 16d

3 MINUTES OF THE MEETING HELD ON 7 FEBRUARY 2006

Proposed by RY and seconded by IG

4 PUBLIC QUESTIONS OR STATEMENTS None

5 SIMON HODGES (NYCC) and ROY FIRTH (HBC) – REVIEW OF EMERGENCY PLAN FOR BOROUGHBRIDGE

Simon Hodges and Roy Firth introduced Emma-Jane Ellison from HBC who has joined the Team that, working with York and Scarborough, will be training people involved in setting up an Emergency Plan for their district. Boroughbridge, already has an Emergency Plan in place and was set up with representation from Kirby Hill and Langthorpe. However, since the Plan is a living document, certain aspects will need an annual review and update. This will be in June this year. GC expressed concern that, under the reorganisation of the Police Force, Boroughbridge now falls under the remit of Ripon, and not Knaresborough as before. However, Minskip remains under the jurisdiction of Knaresborough; this point will be raised with the Police Authorities. All Police matters will be directed through a central switchboard and it is, therefore, essential to have a contact name in the event of an emergency. Simon Hodges assured the Council that local police representatives will be invited to the training sessions. The Council was told that contingency plans, in the event of avian influenza, are in place and are being directed by NYCC Trading Standards

Clerk

6 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 7 FEBRUARY 2006

a) Youth Development Group

CG reported on his meetings at the Primary and Secondary Schools – see Appendix 1. He was impressed by the attitude of the youth at both schools and is willing to continue with the initiative. He called for any other interested parties to join him. CG suggested that there should be a slot in the press to advertise all the good work that is being done by the young people. Hilary Fairwood, Chair of Governors at the High School, is supportive of the idea of collaboration between the Town Council and the School. GC suggested that the young people be asked what they would like to see on the Recreation Ground and CG agreed to take this back to the schools.

RD mentioned that the High School has its own website and a page should be offered on the new Boroughbridge Town website

b) Aldborough Gate Project

NYCC is in agreement with the purchase of the land at Aldborough Gate by Boroughbridge Town Council. The Council has retained the services of solicitors Fitzgerald-Harts and a draft contract has been requested from Mouchelparkman. HT, on behalf of the Finance Committee, has researched interest rates on loans over differing time spans but it was stressed that the purchase is

CG

<p>conditional upon funding being made available from third parties and full planning permission being obtained to provide a facility for the benefit of the Local Community. The Boroughbridge Community Association will be the lead party in the project</p> <p>c) The Yorkshire and Humber Regional Plan – Seminar 28/2/06 JW reported on the Seminar held at the Pavilions in Harrogate on 28 February 2006 and pointed out the implications for Market Towns like Boroughbridge. A resume of the long-term plan for the Yorkshire and Humber Region is available in the Council Office, together with a CD detailing each aspect of the Plan. IH read out details of a second Seminar to be held on Tuesday 14 March at Saltaire. Information will be requested from the organisers of the Seminar because the event clashes with the Annual Assembly of Boroughbridge Town Council</p> <p>d) HBC Environmental Services – Asst. Clerk to report on meeting of 22/2/06 Following the visit to Boroughbridge of Mike Poole and Robin Derry from HBC Environmental Services, on Wednesday 22 February 2006, written confirmation has been received of the measures that are to be introduced in the near future – see appendix 2. HN will contact HBC Environmental Services again to request ‘no dog waste’ notices for the Recreation Ground and Aldborough Cemetery.</p>	<p>Clerk</p>
<p>7 <u>CORRESPONDENCE</u></p> <p>a) Minskip Community Field – “Would the Town Council be in a position to make a temporary loan to the village field towards the cost of the entrance so that the field becomes available for use by the community?” and “If the field is open to the public could the public liability insurance cover for the field be included under the cover the Town Council has for other public areas?” IH read out a letter, dated 6 February 2006, from Derek Howard, Trustee of Minskip Community Field. HT proposed that the Town Council does not take the matter further at this stage. CG seconded the motion. CG reported that a survey is to be conducted amongst the Community in Minskip which should give a clearer picture of their wishes re: the Field. In addition, the A.G.M. of the Minskip Village Hall Committee is imminent and it was agreed to await the outcome of both these events before the Town Council commits itself. The land in question is owned by Minskip Village Hall Committee and, as such, should be covered by their own Public Liability Insurance.</p> <p>b) To consider giving a web advert free, or at reduced cost, - Brain Tumour Research - 150 mile run to raise funds, by Ray Johnstone, a Boroughbridge resident One of the proposals at the Web Group Meeting on Thursday 2 March 2006 was that “local charities could have a free page on the site providing they submitted their page in the format specified by the Council and it did not involve the Council in extra work” JW proposed therefore that the above request be at the discretion of the Web Group. HT supported the motion and the Council agreed.</p>	<p>Clerk</p> <p>Clerk</p>
<p>8 <u>NYCC HIGHWAYS – ASST. CLERK TO REPORT ON MEETING OF 1.3.06</u> The Meeting was cancelled but a new date will be arranged to meet Ken Major of NYCC Highways Department in time to report back to the Council Meeting on April 4 2006</p>	<p>Clerk</p> <p>Agenda</p>
<p>9 <u>LIZ BOWE CERAMICA – CAN THEY RENT A SHED AT A PEPPERCORN RENT?</u> FC proposed that the Town Council retain the outhouses for its own use and GC seconded the motion</p>	<p>Clerk</p>
<p>10 <u>TO DISCUSS NORTH YORKSHIRE POLICE AUTHORITY RESERVES</u> IH read out information received re: £30 million Police Authority Reserves. 12-14 million is allocated to police pensions. As per Audit Commission recommendations, 6% of the income has to be kept in reserve for contingencies and the balance is allocated to upgrading IT systems, new police officers and support staff.</p>	

<p><u>11 POLICING AND TOWN CENTRE PROBLEMS RE: ANTI-SOCIAL BEHAVIOUR</u></p>	<p>RD IH</p>
<p>GC reported on a Tier 2 Area Police Liaison Committee meeting which he attended on 6 March in St James’s Hall, Boroughbridge. Concern was expressed that, under re-organisation, Boroughbridge now comes under the jurisdiction of Ripon yet Minskip is covered by Knaresborough. Boroughbridge is classed as an area of low crime and the principal reason for this is that much anti-social behaviour is not being reported to the Police. To try and address this ‘problem’ it was suggested that a press release and the Mayor’s diary could be ways of highlighting to the public how imperative it is to report incidents of anti-social behaviour to the Police</p>	
<p><u>12 USE OF THE BOROUGHBRIDGE COAT OF ARMS BY THIRD PARTIES</u></p>	<p>Clerk</p>
<p>In a letter dated 14 February 2006, Boroughbridge Agricultural Society has requested permission to use the Boroughbridge Coat of Arms as part of the design of its new tie. The idea was proposed by RY, seconded by JW and supported by the Council with the proviso that the wording on the proposed design will first have to be approved by the Council</p>	
<p><u>13 WORKING GROUP REFORM – IS THERE A BETTER SYSTEM?</u></p>	<p>IH</p>
<p>The Minutes for this item should be read in conjunction with Item 14. It was agreed that the Cemetery Working Group, the Planning Committee and the Finance and Admin. Working Group stay in their current form. The remaining groups will be restructured and given identified areas of responsibility. Council members will have the opportunity to opt for areas in which they are interested. IH, will draw up a list of items in the pipeline now. This will be distributed to Council Members, who will volunteer to take on a specific area/s. In the future, a written progress report will be returned to the Clerks in time for the next Council Meeting and the emphasis of the Meeting will then be more on questions and answers. A second idea was that visitors should be allocated more time than the current 3 minutes.</p>	
<p><u>14 TO CONSIDER THE POSSIBILITY OF A TIMED AGENDA</u></p>	
<p>To be read in conjunction with Item 13.</p>	
<p><u>15 FINANCE</u></p>	
<p>a) Bank Balances Appendix 3 - Noted with no comments or questions b) Invoices / salaries to be paid Proposed by RY and seconded by JW c) Clerk and Assist. Clerk Training Course ‘Time Management’ - £20 plus travel to Easingwold – approved. Proposed by HT and seconded by FC d) To consider the purchase of more tables for the meeting rooms – it was agreed that smaller foldaway tables, to replace the large cumbersome ones currently used, are needed for the meeting rooms to allow more flexibility in the use of the rooms. FC proposed the purchase of 4 new tables @ £71.44 each + VAT and HT seconded the proposal e) Result of Asst. Clerk’s review – the first review of the Assistant Town Clerk was successful and CG proposed that he continue in the post. JW seconded the motion. CG proposed that a performance target be set for the next review and this might well be linked to the Clerks’ Course referred to in 15c. HT supported the proposal and the Council agreed f) Purchase of 3 copies of The Parish Councillor’s Guide by John Prophet @ £13.50 each Approved; proposed by HT and seconded by IG</p>	<p>Clerk</p>
<p><u>16 COMMITTEES / WORKING GROUP REPORTS</u></p>	
<p>a) Planning sub committee meeting’s minutes 21/2/06 to be approved</p>	
<p>Approved; proposed by RD and seconded by GC</p>	
<p>b) Cemetery sub committee report</p>	
<p>Garden Grooming has now tidied the Cemetery. They have been asked to do 2 extra cuttings</p>	

<p>of the grass this year. The kerbing still needs attention and will be looked into by the Working Group. The next meeting of the Cemetery sub-Committee will take place at 7.00pm on Tuesday 28 March</p>	<p>SC2</p>
<p>c) Finance and Admin Working Group report to include updates on the installation of Touch Screen and Office sign. CCTV for Hall Square update. To consider an external sign on the entrance door to the TIP in Fishergate – e.g. Entrance ← IH is to visit Bradford in the near future to look at a Touch Screen that is being installed, similar in design to that planned for 1 Hall Square. RD will meet with the Clerks to check the legal criteria, following guidelines given by Julia Stacks of HBC, re: installation and correct siting of the CCTV Camera in Hall Square. The new larger sign for the Council Offices should be fixed shortly. Studio Signs will be approached to provide a sign for the door on Fishergate indicating the entrance to the building on Hall Square</p>	<p>RD Clerk Clerk</p>
<p>d) Tutt Woodland, Roundabouts and Mill Lane Working Group Report to include update on the Boroughbridge and District Club There was a frank and productive discussion amongst representatives of the Boroughbridge and District Club and members of the Town Council about the current state, and future plans, for the premises. In the short term, materials are at hand to improve the external appearance and the Probation Service will supply the manpower in Spring. The Club recognises the severe limitations of the situation as it stands and would welcome joint co-operation from the Town Council on a long-term project for the site. To this end, FC, CG and IG volunteered their services and it was suggested that Cllr Phillips be invited to join the Working Group. GC proposed that grant aid be sought under Yore Vision and FC seconded the motion. A written summary of the discussion, together with proposals for the future, will be sent to Derek Allan of the Boroughbridge and District Club</p>	<p>Clerk Clerk</p>
<p>e) Fountain, Butter Market and St James Square Working Group Report to include updates on the railings for the Buttermarket and Hall Square The trees in St James Square have been pruned. The Council is waiting for a reply from Boroughbridge Chamber of Trade re: the sharing of the cost for replacing the lights in the trees. The project of relaying the cobbles in the Square has now been taken on by Yore Vision and its report is expected by the end of the month. RD has started the process of collecting local artefacts for display in the Buttermarket and the Mayor’s Diary in the Ripon Gazette will appeal for more donations. RD proposed that public opinion should be sought on the installation of railings in Hall Square and GC seconded the motion adding that the Annual Assembly on Tuesday 14 March and the March press release would provide an ideal forum for this</p>	<p>CG Clerk</p>
<p>f) Recreation Ground, Picnic Area, Car Park and Street Furniture Working Group Report. CG is to consult with students at both schools for ideas for the Recreation Ground.</p>	<p>CG Clerk</p>
<p>g) Newsletter, Website and PR Working Group Report to include which press release for March The 16 points agreed at the Website meeting (see Appendix 4) were proposed by CG and seconded by GC. A letter of thanks will be sent to Keith Trott of Presence Photography for all the hard work and support he gave the Council during the setting up of the Town’s website.</p>	<p>CG Clerk</p>
<p>h) Town Team Working Group Report to include notice of a free seminar ‘A Route to Sustainable Market Towns’ IH reported on the Yorkshire Forward Renaissance Collection Exhibition. Over 1000 people attended and it was an opportunity for the Renaissance Market Towns of Yorkshire and Humberside to share experiences. Yorkshire Forward is taking on more and more operations and an increasing amount of money is being injected into rural areas. This is an ideal opportunity for the Town Team to meet and consider ideas for projects that would attract cash investment. IH gave notice of a free Seminar entitled “A Route to Sustainable Market Towns” to be held at the Riley Smith Hall in Tadcaster on Tuesday 28 March 2006 at 9.00am</p>	<p>Clerk</p>

i) Back Lane Partnership Group Report to include anti social behaviour on Hall Square
Nothing reported

17 To confirm the date of the next meeting of Boroughbridge Town Council will be
Tuesday 4 April 2006 at 7pm in 1 Hall Square, Boroughbridge

The Meeting closed at 10.05

SIGNED
CHAIRMAN

DATED

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